

Top Ten Compensable Time Quandaries for Nonprofits

Number	Hypothetical	Is the Time Compensable?	
		Yes	No
1	Administrative assistant is reading a romance novel at her desk while waiting for an assignment.	✓	
2	Research assistant attends continuing education seminar that will improve research skills during regular work hours.	✓	
3	Employee arrives to work thirty minutes early everyday due to her commuter bus schedule and starts working but does not record this time on her weekly timesheet.	✓	
4	Employee is invited to dinner with members of the association at the annual conference but is not required to attend and is free to make other dinner plans.		✓ (as long as no coercion)
5	Employee volunteers to participate in employer-organized company-wide trip to build houses for Habitat for Humanity.	✓ (if under employer direction or control)	



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6	Employee takes 4-hour plane trip to a week-long conference during non-shift hours but performs no work on the plane.		✓
7	Employee whose regular commuting time is 30 minutes takes a three hour train for a one day trip to another city during regular shift hours and performs no work on the train.	✓ (the 2.5 hours not part of regular commute is compensable)	
8	IT specialist volunteers to be a greeter at her nonprofit's annual fundraiser for two hours outside of regular working hours.		✓ (as long as no coercion)
9	A nonprofit which provides job training services to homeless men hires an intern to assist in conducting intake interviews of program participants.	✓ (but, probably not if intern receives academic credit)	
10	Teacher's assistant feels dizzy during regular shift hours and supervisor instructs her to lay down for 15 minutes in the employee lounge.	✓	



Questions?

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